



CIVILIAN PERSONNEL **ADVISORY CENTER**



WORKFORCE BRIEF

2003 REDUCTIONS

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TOPICS



- **Tentative Timeline**
- **Voluntary Early Retirement Authority (VERA)
Request - Pay Plan, Series, Grade**
- **Applying for VERA/Voluntary Separation
Incentive Pay (VSIP)**
- **VSIP Eligibility**
- **VERA/VSIP Approval**
- **VSIP Restrictions**
- **Making the Decision**



TENTATIVE **TIMELINE**



30 Jan – VERA request forwarded to MACOM

6 Feb-4Apr-Retirement Counseling (via ABC)

**8-10 Apr – Employee Briefings on VERA/VSIP
Window**

10 Apr-Cut-off for OPF Updates

14-18 Apr-VERA/VSIP Window

24 Apr - Final Determination VERA/VSIP Recipients

19-23 May - RIF Notices Issued



TENTATIVE **TIMELINE (Cont.)**



19-30 May - PPP Registration

TBD - VERA (with or without VSIP) Recipients May Retire

TBD - Other VSIP Recipients May Retire/Resign

27 Jul - RIF Effective Date



VERA Request

Fort Wainwright



- VERA was requested for the following occupational series and grades:

<u>Series&Grade</u>	<u># Auth</u>	<u>Series&Grade</u>	<u># Auth</u>
GS-0301-12	1	GS-0301-13	1
GS-1101-05	1	GS-1152-09	1
GS-2005-05	1	WD-2805-08	1
WD-4206-08	1	WG-2805-10	1
WG-3703-10	1	WG-4204-10	1
WG-4607-09	3	WG-4749-10	4



VERA Request (con't)

Fort Wainwright



<u>Series&Grade</u>	<u># Auth</u>	<u>Series&Grade</u>	<u># Auth</u>
WG-5026-10	1	WG-5352-10	1
WG-5402-08	1	WG-5407-11	3
WG-5703-08	1	WG-5716-10	2
WG-5803-10	2	WG-6903-07	2
WG-6904-05	1	WG-6907-05	1
WG-6907-06	1	WG-8610-08	1
WL-2805-10	1	WL-5716-10	1
WL-5803-10	1	WS-4749-10	1
WS-5401-10	3	WS-5803-10	1



Applying for VERA



- Individuals in approved occupational series and grades who meet age and years of service requirements for early retirement prior to the effective date of the RIF.
- Must submit completed application during the approved VERA window.
- Must sign irrevocable statement to retire from the Federal Service under the VERA.
- Must be off the rolls prior to the expiration of the VERA authority.



Applying for VSIP



- Individuals in approved occupational series and grades who meet age and years of service requirements for early or optional retirement prior to the effective date of the RIF or individuals who want to resign.
- Must submit completed application, including completed retirement application, if applicable, during the approved VERA/VSIP window.
- Must sign irrevocable statement to retire or resign from the Federal Service.
- Approved VERA applicants with VSIP must be off the rolls prior to the expiration of the VERA authority.
- Other approved VSIP applicants must be off the rolls by the effective date of the RIF.



VSIP Eligibility



- An employee is eligible for VSIP if he/she:
 - Applies during the open window and if approved accepts the buyout offer.
 - Is serving under an appointment without time limitation and is assigned to a series and grade that has been approved for VSIP.
 - Has been continuously employed in the Federal Government for at least 1 year preceding the effective date of separation without a break of a single day.
 - Voluntarily retires or resigns during the approved window.



VSIP Eligibility (con't)



- An employee is **ineligible** for VSIP if he/she:
 - Is occupying a hard to fill position.
 - Is a re-employed annuitant.
 - Has a disability for which an application for disability retirement is pending or approved.
 - Is in receipt of a specific RIF notice.
 - Is not assigned to a series and grade for which VSIP has been approved.



VERA Approval



- **VERA applications will be approved in the following order:**
 - 1) Employees occupying positions that are being abolished.**
 - 2) all other employees that can save an employee from being adversely affected by RIF (If more employees apply for VERA than the number of approved positions under the authority, application approval will be determined by the most senior service computation date).**



VSIP Approval



- **Applications for VSIP will be approved in the following order:**
 - **1) Employees occupying positions that are being abolished in order of: (1) approved VERA applicants, (2) optional retirement eligibles, and (3) employees interested in resigning. (If more employees apply for VERA than the number of approved positions under the authority, application approval will be determined by the most senior service computation date.)**



VSIP Approval (con't)



- 2) All other employees that can save an employee from being adversely affected by RIF in order of: (1) approved VERA applications, (2) optional retirement eligibles, and (3) employees interested in resigning. (If more employees apply for VERA than the number of approved positions under the authority, application approval will be determined by the most senior service computation date.)



VSIP Restrictions



- **Employees who accept VSIP must sign an agreement that the decision to resign or retire is entirely voluntary and that if re-employed by any Federal agency within 5 years from the effective date of the separation, the VSIP must be repaid in its entirety, including withheld taxes. Employees who accept VSIP, may not be re-employed by any DOD activity in any capacity within 12 months of the effective date of separation even if willing to repay the VSIP.**



Making the Decision



- **Annuity estimates must be requested through the Army Benefits Center - Civilian (ABC-C)**
- **Employee Benefit Information System (EBIS) - web application that allows access to general and personal benefit information and to conduct electronic transactions:
<http://www.cpol.army.mil/abc>**
- **Interactive Voice Response System (IVRS) - automated self-service system includes access to a benefits counselor: 1-877-ARMYCTR (1-877-276-9287)**



Making the Decision (con't)



- **EBIS and IVRS are available 21 hours a day, 7 days a week (Down time for Alaska: 2100 - 2400)**
- **Benefits counselors are available Monday - Friday, 0300 - 1700 Alaska time.**



Making the Decision (con't)



TIPS

- **Have your LES or SF50 handy when you talk to a counselor or complete a general estimate on-line**
- **On ABC-C Homepage, click on Information, then:**
 - > the Estimates site for info on how to request an estimate**
 - > the Retirements site for detailed info on eligibility, how to make a deposit or redeposit, forms, etc.**
- **Do NOT mail your completed retirement package to the ABC if you are applying for VERA or VSIP - it must accompany your application for VERA and/or VSIP**



Making the Decision (con't)



More TIPS

- **If have ever withdrawn your CSRS retirement fund, that time may no longer be creditable. Don't wait to the last minute to make the redeposit**
- **Military time is not creditable for CSRS/FERS retirement if first hired on/after 10-01-82 unless deposit is made. Don't wait to the last minute to make the deposit**



Q & As



- If an employee is qualified for a position at a lower grade, but has never held that position, can the employee bump an employee in that position with less retention rights?
- If a WG-10 employee is offered a same grade position in RIF, can the employee move to a GS-11 position?
- What is the lowest GS grade, a WG-10 employee can bump into?
- If a WG employee is offered a GS position, how will pay be set?
- Is there a choice of receiving severance pay bi-weekly or lump sum?



Q & As



- Is it possible for an employee to take severance pay and defer CSRS retirement until age 55?
- If some positions in the same series and grade require certifications, can an employee with a higher retention standing bump into the position that requires a certification?
- Are the new positions in the Residual Organization going to be filled before the RIF?
- How many individuals were identified in the mock RIF to be terminated? How many of those were in the trades?



AMERICA'S ARCTIC WARRIORS



VERA Request

Fort Richardson



- **VERA was requested for the following occupational series and grades:**

<u>Series&Grade</u>	<u># Auth</u>	<u>Series&Grade</u>	<u># Auth</u>
GS-0301-11	1	GS-0318-05	1
GS-0343-11	1	GS-0802-11	1
GS-0819-11	1	GS-0896-11	1
GS-2001-09	1	GS-2001-11	1
GS-2003-09	1	GS-2003-11	1
GS-2005-04	1	GS-2005-05	4



VERA Request (con't)

Fort Richardson



<u>Series&Grade</u>	<u># Auth</u>	<u>Series&Grade</u>	<u># Auth</u>
WD-2805-08	1	WD-4206-08	1
WG-2810-10	1	WG-2805-10	4
WG-4102-09	1	WG-4204-10	3
WG-4607-09	5	WG-4749-09	2
WG-4749-10	1	WG-5306-10	2
WG-5352-10	2	WG-5703-06	2
WG-5716-08	3	WG-5716-10	3
WG-5803-09	1	WG-6904-05	1



VERA Request (con't)

Fort Richardson



<u>Series&Grade</u>	<u># Auth</u>	<u>Series&Grade</u>	<u># Auth</u>
WG-6907-05	2	WG-6907-06	2
WG-6910-08	1	WG-6912-06	1
WG-7002-06	1	WG-8610-08	1
WL-4204-10	2	WL-4607-09	1
WL-4749-10	1	WL-5026-08	1
WS-3806-10	1	WS-4749-11	2
WS-5716-09	1		